Instructions for Quarterly Submission

The instructions below are only for TOPSpro Enterprise (TE) Desktop users. For TE Desktop users, please follow the directions below to submit quarterly data. If using TE Online, there is no need to "submit" data as CASAS has access to the online database. For TE Online users, ending your agency's quarterly Data Integrity Report on or before the quarterly deadline via e-mail, mail, or fax indicates that your data is ready for quarterly submission.

1. On the Tools menu, select Backup wizard.

Tools	Неір
Scanning Wizard	
Imp	ort Wizard
Back	kup Wizard
Upd	ates
Calif	fornia Core Performance Wizard

2. On the first screen, click Next.

Ва	Backup Wizard 🗧 🗧 🗙				
	WARNING: This backup function is provided only as a supplement to your own backup and data recovery procedures. CASAS is not liable for the security and safety of the data that is collected by your agency. This function is provided as a convenience to supplement your existing backup system. It is strongly recommended that you ALSO copy the resulting backup file off of your harddisk.				
	This wizard allows you to backup your entire TOPSpro Enterprise database, or to submit your agency data to CASAS.				
	The backup function stores the database and other associated files into a single zipped file. The data in this zipped file is readable by TOPSpro Enterprise only.				
	Cancel << Back Next >>				

3. Select a location to save the resulting backup file and then click Next.



4. Add any notes about the file under "Backup notes" and then click Next.

Ba	ickup Wizard	+-	×		
	Record here any message that you would like to store for the future. Whatever you type below will saved with the backup file.	be			
	If you choose to restore this backup later you will be presented with the message you write below a reminder of anything special about this backup.	is a			
	For example, you might write: Backup before installing the new version of TOPSpro Enterprise. Or, B for the network administrator for testing puposes on a new computer.	3ackup			
Backup Text:					
	Backup for 1-31-13 data submission				
	Cancel << Back Next	>>			

5. Ensure the two boxes below are checked, and then click Finish.



- a. Backup locally creates a backup file of your data.
- b. Submit data to CASAS transmits this backup file to the CASAS server in addition to creating your local backup file.